



## Procedure for the Indiana Judicial Center Reviewer

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### **Indiana Judicial Center Curriculum Review Procedure**

**(The Education Criteria Checklist will be completed by the Indiana Judicial Center Reviewer, not the local Court Alcohol and Drug Program.)**

- 1) Review the curriculum materials provided by the program.
- 2) Determine the type of education course submitted by the program and use the checklist that applies to that type of education course (Substance Abuse Information, Basic Substance Abuse Education, Advanced Substance Abuse Education).
- 3) Locate the following items from the submitted curriculum materials:
  - a) Course syllabus
  - b) Lesson plans or lesson outlines
  - c) Supporting materials
  - d) General references
  - e) Research references
  - f) Documentation showing that the curriculum:
    - i) Is the appropriate length (8, 10, or 20 hours)
    - ii) Is cognitive-based (if Basic or Advanced Education)
    - iii) Is documented by research
    - iv) Contains a self-assessment module (if Basic or Advanced Education), and
    - v) States a design focus. (Example—showing the curriculum is designed primarily for substance abusers with some symptoms indicating a progression toward dependence if it is submitted as Advanced Education.)
- 4) Review the appropriate subsections of section 31 of the Rules for Court-Administered Alcohol or Drug Programs that apply to the curriculum and the methods for verification of rule compliance. Copies of the relevant portions of section 31 follow these instructions, for your convenience.
- 5) Review the submitted curriculum in its entirety. While reviewing, identify curriculum components that support compliance with section 31, as outlined in each section of this checklist.

- 6) IJC is under no obligation to police whether a curriculum violates copyright or other intellectual property laws. If a program has concerns or questions about whether any of its educational materials are copyright protected, the program will need to consult the county attorney. The “About Copyright” section on the website of the U.S. Copyright Office, at [www.copyright.gov](http://www.copyright.gov) may provide additional information on this issue.
- 7) Determine whether the curriculum as submitted meets each requirement of section 31.
  - a) A program is not limited to the suggested methods outlined in this checklist. In the event an alternative verification method is presented, the IJC Reviewer may document this under the “other” option. The use of the other option should be exercised in a manner that achieves the intent expressed by the Rules.
  - b) A separate, one-page summary checklist is provided at the end of this main checklist. The summary checklist is intended to remain separate from, and be completed contemporaneously with, this main checklist. When completed, the summary checklist will serve as a one-page synopsis of this checklist, and it may be used as a quick reference to ensure accurate completion of the Result section of this (main) checklist, discussed in item 8, below.
- 8) After determining compliance with each requirement of section 31, determine whether the program has complied with section 31 as a whole, by completing the Result and Recommended Action sections of this checklist.
- 9) Contact the Program Director to clarify any questions or obtain missing materials.
- 10) Send approval letter to the director. The letter must be kept on file by the program and the Center.

### **Denial Procedure**

- 1) If initial review determines that the curriculum does not meet the criteria set forth by the Rules, additional IJC staff members review the curriculum and staff findings.
- 2) If the curriculum does not meet the criteria set forth by the Rules, send a denial letter to the Program Director along with a copy of the appropriate checklist detailing the areas to be improved and/or reasons for denial and recommendations for improvement to meet the provisions of the Rules.
- 3) The program has one month from the date of the denial letter to resubmit the required materials. The program may continue to use the curriculum until final approval or denial.

- 4) If a program wishes to appeal a denial of a curriculum, the request for appeal along with supporting reasons must be in writing and mailed to: Attn: Education Criteria Checklist, Indiana Judicial Center, 115 West Washington Street, Indianapolis, IN 46204 within 30 days of final denial by IJC staff.
- 5) All appeals will be presented to Education Subcommittee at the next available meeting for its recommendations and then to Certification Subcommittee, which will make a recommendation to CADPAC for final approval/denial.